

INSTRUCTIONS FOR FILING A SUBSTITUTION OF ATTORNEY

1. From the **Other Filings** Menu select **Other Documents**
2. Select the event **Substitution of Attorney**, and click **Next**
3. Insert Case Number, and click **Next**
4. The system will display the Case Number and Case Title. If correct, click **Next**.

3:99-cv-9999-GEB-TJB SPONGEBOB v. GARFIELD

5. Click on **Browse**. Attach the pdf document (Substitution of Attorney) you are filing. Click **Next**.

Please Note: If you have an attachment to the Substitution of Attorney (e.g., Certificate of Service) after Attachments to Document: select **Yes**. Attach the document. Click **Next**.

6. **Search for Attorney**, enter new counsel's last name or Bar ID (first and last initials and the last 4 digits of Social Security Number). **Remember** enter all names and addresses in UPPER CASE letters. Click **Next**.

7. A list of attorneys will be displayed, highlight the **new** attorney. A small screen will appear to show the **new** attorney's name and address, verify this is the correct attorney. Press the "**Select the name from list**" and an Attorney Information screen will appear. Press the "**Add attorney**" button.

8. Counsel should update the address information on the Attorney Information Screen, if it is incorrect. (See instructions for Account Maintenance)

Select the party(ies) the **new** attorney represents. Select the parties in **every** role they appear, (i.e., defendant, cross claimant, third-party-plaintiff, etc.) Click **Next**.

9. Select "**End attorney selection**"
10. Select the attorney **withdrawing** from the case for each party. Click **Next**.
11. A final confirmation screen will appear. Click **Next**.
12. The final text screen will appear. The text will be similar to this:

Substitution of Attorney - Attorney PERRY E. MASON for SPONGEBOB SQUAREPANTS Added. Attorney JOHN EDWARDS terminated. (PERRY E. MASON)

To accept the final screen, click **Next**

13. The **Notice of Electronic Filing (NEF)** will be displayed.